



APPLICATION FOR RECORDS RETENTION SCHEDULE

870225-01

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Georgia Department of Public Safety Revocation and Suspension Section 959 E. Confederate Avenue, S.E. Atlanta, Georgia 30316 *Driver Support Division	Application Number	87-45
Application Number		Date Received FEB 24 1987	Date Completed MAR - 5 1987
2. Person to Contact Lieutenant J. L. Howell		Working Title Supervisor, Revocation and Suspension Section	Telephone Number 656-5821
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1984 Present		5. Records Series Title (followed by title used in office, if different) Nunc Pro Tunc Orders (Court Corrections/Changes)	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? Suspend, cancel or revoke driver's licenses based on conviction reports received from courts. Reinstate on suspensions, cancellations or revocations as provided for in O.C.G.A. 40-5. Process or handle other functions related to or as a result of the suspension, cancellation, revocation and reinstatement of driver's licenses. One of these functions being to receive and process for the courts corrections to correct errors in reporting and/or court orders to cause a change in a person's driving record.			
7. Record Series Description		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Court orders or corrections received to make a change in a driving record. Included are: Court orders and correspondence File is arranged: Alphabetically by county	
8. Monthly Reference Rate		How often are records referred to which are: One to six months old <u>0 - 1</u> ; Seven to twelve months old <u>0 - 1</u> ; Thirteen to twenty-four months old <u>0 - 1</u> ; twenty-five months and older <u>0 - 1</u> ?	
9. Annual Rate of Accumulation of Records Letter-size drawers <u>3</u> ; Legal-size drawers _____ ; Shelves _____ ; Other (specify) _____			

YES	NO	10. Questionnaire (Place an X in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. Federal Privacy Act
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. Not attached - Report is 1 1/2 inches thick.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Court retains a copy of its Court Orders;
X		i. Is this series (or a major portion of it) regularly microfilmed? As part of Driver's Records File (74-74-A)
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 5 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.
Most orders deal directly with Habitual Violators (40-5-58) which are classified in a five year period. These orders, even though microfilmed, may be needed by the G.B.I. in a criminal investigation reference courts.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) Five year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

H H Clark
Director of Driver Services

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<u>Lucas P. Corp</u>	<u>3/10/87</u>	<u>Lee Wilson CRM</u>	<u>2/6/87</u>
		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee <u>W H Seave</u>	<u>3-2-87</u>
		Secretary of State/Designee <u>Edward Wilson</u>	<u>2/26/87</u>
		Attorney General/Designee <u>James H. Blaylock</u>	<u>3-4-87</u>